Senior Landscape Architect
£33,106 - £40,619
Lancaster Circus

Working 36.5 hours. A Landscape Architect with design flair and experience of procuring and running large framework agreements is required to join this busy Local Authority practice.

The post requires a CMLI qualified Landscape Architect with extensive experience of designing and implementing schemes and provides an opportunity to work on a wide range of projects from start to finish.

A good working knowledge of framework contract procedures, Autocad and Microsoft packages is essential.

For an informal discussion, contact Bob Churn, Head of Landscape and Development, on 0121 303 3536

Ref: PL332016

Closing Date: 02 November 2016

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Place Directorate

Job Description

Post: Senior Landscape Architect  Salary/Grade: GR5
Division: Sports, Events and Parks  Section: The Landscape Practice Group

1. **Job Purpose**

   To be responsible for the project management of specified schemes, to assist the Principal Landscape Architect in the general management of their Team, and to undertake special duties as agreed with the Head of Landscape and Development.

2. **Duties and Responsibilities**

   1. To assist the Principal Landscape Architect in the general management of their Team and to undertake special duties as agreed with the Head of Landscape and Development.

   2. Assist the Principal Landscape Architect with the development, letting and management of the Landscape Construction Framework.

   3. To write and present written reports to Cabinet Members, Strategic Directors, District Committees or Boards, Ward Committees and other relevant Council committees on specified schemes for which they are responsible.

   4. Assist the Head of Landscape and Development and Principal Landscape Architect with the development of bids for external funding.

   5. Represent the Head of Landscape and Development on City Council multi-disciplinary regeneration initiatives.

   6. Assist the Principal Landscape Architect with the development of Section 106 Agreements in relation to specific projects.

   7. To be responsible for the development and management of specified schemes and to ensure that key dates are met with delegated work.

   8. To carry out thorough site appraisals and all necessary research prior to proceeding with schemes.
9. To undertake project work which shall include the preparation of drawings, details, health and safety plans (under CDM regulations), contract documentation and specifications in accordance with the client’s brief and budget while being mindful of the need to keep revenue consequences to an acceptable level.

10. To prepare general estimates and contract documents and be responsible for the invitation of quotations for minor works.

11. To administer and supervise contracts.

12. To produce written information for Press releases and Newsletters in relation to specific schemes.

13. To produce and keep up to date electronic workload database on a monthly basis.

14. To work within agreed fee budgets and productivity targets.

15. To produce written, technical reports and deal with all other routine and non-routine correspondence.

16. To liaise as necessary with other bodies and persons relevant to the scheme, including the obtaining of all necessary approvals.

17. To ensure that adequate records are maintained.

18. To complete weekly electronic time sheets and manage the available fee budget for projects being undertaken.

19. To act as co-ordinating consultant for the client on multi-disciplinary schemes when required.

20. To act as the Principal Designer on specified schemes under CDM regulations.

21. Such other associated duties commensurate with the grading level as from time to time may incidentally arise, develop or be assigned.

3. **Supervision Received**

3.1 **Supervising Officer**

   Principal Landscape Architect

3.2 **Level of Supervision - 3**
1. Regularly supervised with work checked by supervisor.
   or
2. Left to work within established guidelines subject to scrutiny by supervisor.
   or
3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Landscape Architect</td>
<td>GR4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Landscape Assistant</td>
<td>GR3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Landscape Year-Out Student</td>
<td>GR3</td>
<td>1</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.
**Place Directorate**

**Person Specification**

**Post:** Senior Landscape Architect  
**Grade:** GR5  
**Division:** Sports, Events and Parks  
**Section:** Landscape Practice Group

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Education/Qualification</strong></td>
<td>Degree in Landscape Architecture or associated academic discipline, Diploma in Landscape Design or equivalent Chartered Member of the Landscape Institute having successfully completed Pathway to Chartership (formerly Part 4 of the Landscape Institute's examinations)</td>
<td>AF, AF</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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| **Experience**                   | Minimum 2 years’ post-chartership experience in a landscape design office.  
Experience of the development, letting and management of various forms of contract including landscape construction frameworks.  
Contract supervision, including running complex and multi-disciplinary jobs, and landscape office experience  
General experience of hard and soft landscape design  
Experience of CDM Regulations and Health and Safety legislation.  
Experience of working to agreed fee budgets  
Development of bids for external funding, plus ensuing monitoring required | AF, AF, I, AF, I, AF, I, AF, I, AF, I, AF, I |
| (Relevant work and other experience) |                                                                                               |       |
| **Skills & Ability**             | Project Management ability and proven record  
Good design and graphic skills, oral communication, written and numeracy skills  
CAD, word processing, spreadsheet, and e-mail skills  
Ability to prepare 3D sketches and presentation material  
Familiarity with IT graphic packages | AF, I, AF, I, AF, I, T |
| e.g. written communication skills, dealing with the public etc. |                                                                                               |       |
| **Training**                     | Continuing Professional Development (CPD)  
Willing to pursue further skills in computer aided design, IT graphics packages and similar  
An awareness of BIM and how it applies to multi-disciplinary projects | AF, I, I, I |
| **Other**                        | Experience of supervising junior members of staff in relation to project work and corporate procedures | AF, I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.